

IN-HOME CARE CERTIFICATION
Fund Restriction and Program Requirements
Michigan Department of Human Services

In-Home Care (IHC) program expenditures are restricted to new or expanded programs that are alternatives to out-of-home institutional or foster care. IHC funds may not be used to duplicate services.

A. ELIGIBLE CLIENT/STAFFING

1. Children under the jurisdiction of the Court, as an alternative to removal from the child's home, provided that:
 - a. such care is an alternative to detention or other out-of-home care and:
 - * A written complaint has been received and accepted by the Court
 - * the expenditures are not for judicial cost
 - * the caseload size or services are intensive
 - * non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
 - * the parent(s) and the youth have agreed in writing to receive IHC services, or a temporary order has been entered pending an adjudication hearing; or
 - b. such care is provided to children who at the dispositional hearing are ordered into IHC as an alternative to foster care or other out-of-home care, and:
 - * the expenditures are not for judicial costs
 - * the services are intensive, and
 - * non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
2. The IHC early return option may be used to accelerate the early return of a youth from family foster care, institutional care, or other out-of-home care when the case identifies an early return goal and the services are provided to members of the child's family. The case plan should identify the family strengths and deficiencies which, if corrected, would permit the youth to be returned home early. IHC services would typically be provided to the family during the time that the youth is in out-of-home care and, if necessary, for a period of time after the youth has returned to the family.
3. The County Department of Human Services (DHS) may provide IHC services if the juvenile court orders care and supervision of a court ward.
4. The County DHS may provide IHC services from its subaccount for CPS category I or category II cases provided that:
 - * such IHC services prevent the need to petition the juvenile court for removal or prevent placement in voluntary foster care, and
 - * non-scheduled payments are not made to cover basic family needs otherwise available through public assistance programs.
5. IHC funds shall not be used to meet the court staff-to-youth population ratio of 1 to 6,000 as specified in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
6. Court staff hired after 4/30/85, who are responsible for case plan development and monitoring, must meet the qualifications established in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
 - * Supervisory Personnel * Probation Officers * Counselors
7. County DHS staff and supervisor staff providing direct IHC services must meet the standards set forth in Rules 400.6124, 400.6126 and 400.6128 of the Administrative Rules for Child Placing Agencies.
8. County DHS staff and supervisory staff providing direct IHC services must be state civil servants assigned to classifications and levels equivalent to staff and supervisors in the state foster care program.
9. In IHC programs, county DHS or Juvenile Court contractual staff who are responsible for case plan development and monitoring, must meet the requirements of staff supervising children in foster care, as established in the Juvenile Court Standards and Guidelines for the care of children.
10. IHC reimbursements for program and administrative office space, county purchased supplies, salaries

and wages for county employees who provide direct services or support for these services are subject to the same restrictions as reimbursements in county-operated institutions.

B. USE OF THE IN-HOME CARE OPTION FOR NON-SCHEDULED PAYMENTS

If all other IHC requirements are met, budgeted non-scheduled payments for services available to youth in foster care may be provided to youth in their own home. (Non-scheduled payments are defined in the Child Care Handbook).

C. CASE RECORD DOCUMENTATION REQUIREMENTS

Individual case documentation is required for all IHC clients. A caseload list is required for every IHC component. As a minimum, case records must include the following:

- * family case assessment which identifies, by service component, the problems and need for IHC services
- * day of intake
- * type of complaint/allegation, supported as follows:
 - (1) delinquency -- a copy of the complaint or court order, when applicable, placing the child in IHC as part of a formal disposition.
 - (2) abuse/neglect -- allegation and substantiation entered on the DHS-133 in Department cases;
- * treatment plan which identifies the treatment, objectives and the action steps and timetables which will be used to reach the objectives
- * case plan changes as a result of supervisor/case worker or contractee/contractor case reviews
- * quarterly progress reports
- * dates, type and purpose of service contacts made with the client. Note: weekly face to face contact is required
- * legal status of youth and the family, and
- * the living arrangement of the youth at termination of IHC services.

Note: Case record content for all foster care cases, under the supervision of a county DHS, should be maintained according to Services Manual Item 722 (6a-9). It is suggested that all IHC material be kept in the first inside section of the foster care file.

IHC service purchases from a private or public provider requires a contract unless the service is supportive of a large component (i.e., clothing or dental work for a youth serviced through an established IHC program as for example, intensive supervision). These non-scheduled payments do not require contracts.

Only IHC expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

IHC funds and services are subject to state review and audit and non-compliance with the above restrictions and requirements may result in withholding or repayment of state reimbursement.

All IHC contractual services purchased with county appropriated monies shall be the sole responsibility of the county. The signature of the County DHS Director must be with authority from the County to enter into contractual agreements on behalf of the County for the expenditure of the County Child Care Funds.

The county must have all IHC contracts processed through the county's formal contract approval procedures.

The signatures below certify that IHC policy stated in this document have been reviewed. It is understood that these are conditions for claiming IHC fund reimbursement.

DATE: _____

Presiding Judge of Family Division of Circuit Court, Juvenile Division

and/or

DATE: _____

County Director of Department of Human Services as Agent of the County

AUTHORITY: P.A. 87 of 1978.
RESPONSE: Is required.
CONSEQUENCE FOR NONCOMPLETION: Child care funds will not be reimbursed.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.